

~~CONFIDENTIAL~~

18 December 1958

MEMORANDUM TO: EE Division

ATTENTION: Administrative Officer

SUBJECT: Use of Treasury Checks to Reimburse Staff  
Employees for Unvouchered Funds Expenditures

1. Pursuant to the discussion between yourself and Mr. [REDACTED] it is requested that your Division establish a procedure whereby Headquarters staff employees being paid their salaries by Treasury checks may receive Treasury checks as payment for their unvouchered funds expenditures.

2. It is suggested that the claimant write or stamp in the section entitled "Payment Instructions" on his voucher, one of the following:

a. Treasury check, or

b. Cash in three days or Treasury check.

3. The above will advise our Monetary Branch of the type payment desired. The alternate procedure shown in 2 b is necessary to enable us to quickly process vouchers when cash collection is not promptly effected by the claimant.

4. We believe the use of Treasury checks for staff employees' claims will provide the employee with a readily negotiable instrument consistent with his salary check [REDACTED]

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6. Your offer to implement such procedure in advance of its adoption into the Agency to enable us to ascertain any unexpected procedural difficulties is sincerely appreciated.

  
Chief, Finance Division

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